

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff
Management Staff

FROM : Chief, Administrative Staff, ORR

DATE: 13 Feb 1956

SUBJECT: Filing Equipment for Storing Vital Material

25X1A

1. The Report of the DD/I Activity for Operation Alert, 1955, had indicated that the [REDACTED] Information Sheets, which would [REDACTED] items for servicing requests in time of emergency, were not available in the Vital Materials Repository during the operation. The Map Library Division of this Office, to remedy this situation, is in the process of gathering this material for deposit.

2. It is estimated that the following equipment, in addition to that which is already available at the repository will be needed for storing and servicing this material.

| <u>Item</u> | <u>Number</u> |
|--|---------------|
| File cabinet, legal size, five drawer, w/o lock. | 22 |
| Map Section, five drawer, steel | 12 |
| Base, map section | 4 |
| Top, map section | 4 |
| Aluminum step ladders, three step, super-lite white-lite, magneseum | 4 |
| Stool, Filing, 14" high with casters | 4 |

3. Since the Map Library Division already has a large portion of this material ready for deposit it is requested that the equipment be procured as soon as possible.

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/s/ [REDACTED]